Combination Systems

Introduction

This section contains technical information that enables a school to use a combination of the U.S. Department of Education's EDExpress for Windows software and the institution's administrative software to process Federal Pell Grant program data. It provides the essential record layouts that are appropriate for use with combination systems setup.

The file layouts in this section are used to:

- Import data from another institutional system into the EDExpress database to create or update Pell origination and Pell disbursement records.

- Export origination and disbursement records from EDExpress that will be used by other institutional systems.

Pell Student Information Systems

You can import student data from your campus system into EDExpress. You can also export records from the EDExpress database into a file that is then imported into your campus system. For example, information from your institution's financial aid packaging system can be imported into EDExpress to originate Pell records; likewise, Pell disbursement records can be exported from EDExpress into your institution's system. Your business office can use this information to reconcile the school's disbursements with accepted Federal Pell Grant Program (or Common Origination and Disbursement – COD) System disbursement data.

EDExpress with Internal or Vendor Software

You can use some of the functions in EDExpress in conjunction with your own internal system or with vendor-provided software. The process allows you to quickly add and update both origination records and disbursement records using a combination of EDExpress and your third-party software functionality.

Using Record Layouts

The record layouts that are included in this section are used to provide a batch import to the EDExpress defined database, to populate a school defined or other software provider's defined database. Two record layouts exist to assist combination systems with the Pell Payment process:

- External Origination Add/Change record has a message class of PGEO03OP and a record length of 350 characters.

- External Disbursement Add/Change record has a message class of PGED03OP and a record length of 108 characters.

Schools can import origination award and disbursement data from their external system using the record layouts as prescribed.

Note: A change to an origination or disbursement record is supplied in the same format as the layout used to add a new origination or disbursement record. Any change to an existing origination record applies to the entire award period.

Origination ID

The key for the message file types is the Origination ID with the following elements:

1		3		5
999999999	XX	2003	999999	00
	2		4	

1   Positions 1 to 9 characters are the SSN with a valid range of 001010001-999999999.
2   Positions 10 to 11 are the Name Code.
3   Positions 12 to 15 are the Year Indicator with a valid range of 2003.
4   Positions 16 to 21 are the Valid Attended Campus Pell ID.
5   Positions 22 to 23 are the Origination Sequence Numbers, which must be 00.

Each institutional system has unique requirements for importing data files. Because of this, export files are created without header or trailer records attached. These export files are in ASCII format and the end of each record is marked with carriage return and line-feed characters (ASCII 13 and 10). There is no end of file marker (EOF); only the final carriage return/line feed marker after the last record.

Similarly, EDExpress receives data from external systems without a header and trailer record and requires ASCII format where the end of each record is marked with carriage return/line feed characters (ASCII 13 and 10). Again, there is no end of file marker (EOF); only the final carriage return/line feed marker after the last record.

Note: If the import file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: "Invalid record length. Check import file format."

Combination Record Layouts

What's included:

- External Origination Add/Change Record Description

- External Disbursement Add/Change Record Description

These record layouts are used to add and change origination records and disbursement records in the EDExpress software. They are not sent to the Federal Pell Grant Program (or Common Origination and Disbursement – COD) System.

External Origination Add/Change Record

This layout designates the data elements that are required for the origination record type. It is to be used by external automated systems to add and change origination award records in EDExpress' database. The detail of each record is based upon a set of predefined field elements. The software creates message class PGEO03OP as a final result.

Note: A change to the Origination record is supplied in the same format. Changes apply to the entire award period.

Categories for the origination record layout are as follows:

- **Start** – First position of the field.

- **End** – Last position of the field.

- **Length** – Sum of the positions assigned to a field.

- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.

- **Field Name** – General term that acknowledges the field.

- **Description** – Explanation that gives clear purpose of the use of the field.

- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A "blank" listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.

- **Processing Notes/Edits** – Comments related to the process that merit attention.

External Origination Add/Change Record (PGEO03OP)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	This field is required. Format: 999999999XX2003999 99900 Where: SSN - 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	
24	32	9	N	Original SSN	Student's SSN from original FAFSA.	001010001 to 999999999	
33	34	2	A	Original Name Code	Student's name code from original FAFSA.	Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank (no last name)	
35	40	6	N	Attended Campus Pell-ID	Pell-ID of attended campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell-ID	Change creates new origination record.
41	45	5	A/N	ED Use	Reserved for future use.	Spaces	
46	58	13	A/N	Origination cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing is applied.
59	59	1	A	Action Code	Code to indicate action to be taken.	Will always be blank	No editing is applied.

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
60	60	1	A	Unused	Reserved for future expansion	Constant spaces	
61	67	7	N	Award amount for entire school year **Note**: Field Name is "Origination Award Amount for the Entire School Year" in EDExpress Software.	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to Award Amount Maximum	Cannot exceed Total Payment Ceiling - award validation performed. Increases must be submitted to COD. Any change to origination data requires the Award Amount to be validated. Refer to Edits 1200, 1205, 1209, 1210, 1211, 1213, and 1450.
68	75	8	N	Estimated Disbursement Date #1	Date 1st disbursement to student will be made	CCYYMMDD = Range=N days prior to DISBURSEMENT START DATE (20020701) to DISBURSEMENT END DATE (20080930).	
76	83	8	N	Estimated Disbursement Date #2	Date 2nd disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
84	91	8	N	Estimated Disbursement Date #3	Date 3rd disbursement to student will be made	CCYYMMDD = Range =[see field position 68 in this record] or BLANK	
92	99	8	N	Estimated Disbursement Date #4	Date 4th disbursement to student will be made	CCYYMMDD = Range =[see field position 68 in this record] or BLANK	

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
100	107	8	N	Estimated Disbursement Date #5	Date 5th disbursement to student will be made	CCYYMMDD = Range =[see field position 68 in this record] or BLANK	
108	115	8	N	Estimated Disbursement Date #6	Date 6th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
116	123	8	N	Estimated Disbursement Date #7	Date 7th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
124	131	8	N	Estimated Disbursement Date #8	Date 8th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
132	139	8	N	Estimated Disbursement Date #9	Date 9th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
140	147	8	N	Estimated Disbursement Date #10	Date 10th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
148	155	8	N	Estimated Disbursement Date #11	Date 11th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
156	163	8	N	Estimated Disbursement Date #12	Date 12th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
164	171	8	N	Estimated Disbursement Date #13	Date 13th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
172	179	8	N	Estimated Disbursement Date #14	Date 14th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
180	187	8	N	Estimated Disbursement Date #15	Date 15th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
188	195	8	D	Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell Award Year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20020101 – 20030630	
196	196	1	A/N	Low Tuition & Fees code	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range 1= 0 2= TBD 3= TBD or BLANK: low tuition does not apply	
197	197	1	A	Verification Status code	Status of verification of applicant data by the school.	V: Verified W: Without Documentation Or Blank	Refer to Edit 1302.
198	198	1	A	Incarcerated Federal Pell Recipient code	Students incarcerated in local penal institutions are not eligible to receive Federal Pell grants.	BLANK= Not incarcerated Y= Yes, the student is incarcerated in a local institution, but is otherwise eligible. N= No, if student previously reported as incarcerated, but is not or is no longer incarcerated	

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
198	198	1	A	Incarcerated Federal Pell Recipient code	Students incarcerated in local penal institutions are not eligible to receive Federal Pell grants.	BLANK= Not incarcerated Y= Yes, the student is incarcerated in a local institution, but is otherwise eligible. N= No, if student previously reported as incarcerated, but is not or is no longer incarcerated	
199	200	2	N	Transaction number	CPS-assigned Transaction number from eligible SAR used to calculate award.	01 to 99	Changes to this field after associated disbursements are made create a new active origination record.
201	205	5	N	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	Range = 00000 to EFC MAXIMUM.	Changes to this field after associated disbursements are made create a new active origination record.
206	206	1	A	Secondary Expected Family Contribution code	Code indicating which EFC value is used to determine award amount.	O - Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the primary EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. BLANK if Secondary EFC not used	Changes to this field after associated disbursements are made create a new active origination record.

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
207	207	1	N	Academic Calendar	Calendar which applies to this student's educational program.	This field is required. 1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u> 2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours 3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours 4=Insititution uses standard <u>trimesters</u> and measures academic progress by credit hours 5=Insitution measures academic progress by <u>clock hours</u> 6=Institution does not use terms, but does measure academic progress by <u>credit hours</u>	The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations.

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
208	208	1	N	Payment Methodology	Formula used to calculate the student's Federal Pell grant.	This field is required. Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. Refer to Edits 1000, 1001, 1002, 1003, 1004, 1005, 1006, and 1007
209	215	7	N	Cost of Attendance	Must equal or exceed minimum COA in the Federal Pell Grant Payment Schedule.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to 9999999.	Used in award amount recalculation.
216	216	1	N	Enrollment Status	The student's enrollment status at the time you create or update the student record.	Leave BLANK only if Payment Methodology is 4. Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than ½-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	Used in award amount validation. See Pell Grant Calculations Appendix.

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
217	218	2	A/N	Weeks of instructional time used to calculate payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year. PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4=The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodology 2: 00-29. Range for Payment Methodology 3, 4, 5: 00-78	School determines this value based on the time required for the majority of its full-time students to complete the program of student or the academic year for the program of study, not student by student. See Pell Grant Calculations Appendix.
219	220	2	A/N	Weeks of inst. time in program's definition of academic year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, 4, or 5: 30-78	Used in award amount validation. Refer to Edits 1102 and 1105.

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
219	220	2	A/N	Weeks of inst. time in program's definition of academic year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, 4, or 5: 30-78	Used in award amount validation. Refer to Edits 1102 and 1105.
221	224	4	A/N	Credit/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4. Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix.
225	228	4	A/N	Credit/Clock hours in this student's program of study's academic year Max Cr/Clk Hrs in Prg for Acad Yr .	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4. Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. Refer to Edits 1106, 1110, 1112, 1113, and 1114
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institution defined	No editing will be performed on this field.
232	258	27	A	Unused	Reserved for future expansion	Leave Blank	

External Origination Add/Change Record (PGEO03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
259	264	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
265	273	9	A/N	Student Current SSN	Social Security Number, as altered by the student through CPS for the transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing..	Valid Social Security Number or BLANK if not matched	
274	302	29	A	Student Name	Student's full name as reported to the CPS for the Transaction Number reported. Blank indicates this record could not be matched on Student ID and or EFC during Federal Pell Grant processing.	BLANK or Full name listed in order= Last Name 01 - 16 First Name 17 - 28 Middle Initial 29	
303	303	1	A	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	311	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction.	Format: CCYYMMDD	
312	344	33	A	Unused	Reserved for expansion	Constant Spaces	
345	350	6	A	Created Time	Time when the record was created. Supplied by the system.	000000 – 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required to be populated only for those schools which cannot have a blank field in the last field of a record.
		350		Total Record Length			

External Disbursement Add/Change Record

This layout designates the data elements that are required for the disbursement record type. It is to be used by external automated systems to add and change disbursement records in the EDExpress database. The detail of each record is based upon a set of predefined field elements. The software creates a file with the default name or message class PGED03OP as a final result.

Note: A change to a disbursement record is supplied in the same format.

 Categories for the disbursement record layout are as follows:

- **Start** - First position of the field.

- **End** - Last position of the field.

- **Length** - Sum of the positions assigned to a field.

- **Type** - Alpha (A) or Numeric (N) character that indicates the required value for the field.

- **Field Name** - General term that acknowledges the field.

- **Description** - Explanation that gives clear purpose of the use of the field.

- **Valid Values** - Predefined content that satisfies processing requirements to be used in the field. A "blank" listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the system.

- **Processing Notes/Edits** – Comments related to the process that merit attention.

External Disbursement Add/Change Record (PGED03OP)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination	This field is required. Format: 999999999XX20039999 9900 Where: SSN - 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID to 999999 Orig Sequence Number = 00	
24	36	13	A/N	Disbursement cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	The field can be used by the school to track each disbursement record (by reference number) to a payment period.
37	37	1	A	Action Code	Action code	Will always be blank	No editing
38	39	2	N	Disbursement Reference Number	Number of the disbursement per student for the Award Year	01 to 65	Identifier 66 to 99 are reserved for ED-system generated disbursements
40	46	7	N	Disbursement Amount	Amount of disbursement for student's payment period.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT	
47	47	1	A	Sign Indicator	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year	P = Positive N = Negative	
48	55	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range = 20020621 to 20080930	Refer to Edits 1520, 1530, and 1540. Must be within N days prior of Payment Period Start Date.

External Disbursement Add/Change Record (PGED03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
56	56	1	A	Unused	Reserved for future expansion	Constant spaces	
57	64	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD = Range = 20020101 to 20030630 Or Spaces	Required only for schools that were ineligible at some point in the award year.
65	102	38	A	Unused	Reserved for future expansion	Constant spaces	
103	108	6	D	Created Time	Time when the record was created. Supplied by the system.	000000 – 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required to be populated only for those schools which cannot have a blank field in the last field of a record.
		108		**Total Record Length**			

Import Process and Edits in EDExpress for Windows

Import Process

External Origination Add/Change and External Disbursement Add/Change import options are used to bring student information into EDExpress' Pell database. The external import files must be in an ASCII format and data elements must be as prescribed in the layouts detailed previously in this chapter.

The External Add/Change files can be used to mass create or update Pell origination award and disbursement records. EDExpress requires that the Reporting Campus setup be completed and saved to the database before users will be allowed to import External Origination Add/Change or External Disbursement Add/Change files. Records can be set ready to batch upon importing these external files. A description of the process is as follows.

The Import dialog box displays a list of Import Types. Users select either the External Origination Data or External Disbursement Data option. The command button brings up the "Import from" box, and at this point, the default file location and name are filled in based upon the file selected. The system checks security access and displays the selected import type.

Three options are available for the Output Destination: Printer, File, and Screen. This is where the edit reports will display or print, if applicable. At least one of the three must be active, and cannot be deselected.

The progression of the import process is contingent upon the user's response to subsequent prompt questions. These prompt questions are based upon the specific type of import that was previously selected by the user.

Prompt for Duplicates
The software offers a "Prompt for Duplicates?" option. It is selected if the user wants to be warned whenever a duplicate record is found.

- If **yes** is checked, EDExpress reminds the user each time a record already exists in the database and has the same Pell Origination ID as a record in the import file.

- If **yes** is not checked, the system defaults to the "Skip All" option and all duplicate records are disregarded.

The "Prompt for Duplicates?" option should be selected when users wish to update existing origination and disbursements. The software offers the following preferences when "Prompt for Duplicates?" is selected.

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.

- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. The software does not prompt the user of duplicates throughout the process. This is also the default option if yes is not checked at "Prompt for Duplicates?"

- **Update?** This option prompts the user to update the current record and continues processing with the next record. Update will process the current record, then advance to the next record and prompt the user once again when another duplicate record is found.

- **Update All?** This option updates the current record and all other duplicate records throughout the process, without pausing to prompt the user of duplicate records found.

At the end of the prompt for duplicate cycle, a Batch Statistics dialog box displays the following summary information:

- **Records Added:** A count of records added for the first time to the Pell Student database

- **Records Updated:** A count of records changed

- **Records Rejected:** A count of records rejected

- **Records Skipped:** A count of records skipped

- **Total:** The sum of all records in the import file

Import Edits for Valid Values

As the import progresses, all records are passed through field by field edits. The software checks each field for valid content. If any field fails an edit, the associated record is rejected. The field(s) causing the record rejection and an appropriate invalid value message(s) are displayed on the Import Edit Report.

All records that successfully pass the valid values edits are saved to the EDExpress database.

Additional Optional Edits – for Originations

Advancement to this step is dependent upon the user's selection and applies to origination records only. The user can select the "Include Records in Next Batch Submission?" option for External Origination Add/Change imports.

If the "Include Records in Next Batch Submission?" option is selected, the record proceeds through a second tier of edits referred to as End-of-Entry edits. The record is reviewed for the integrity of its content before it is saved to the Pell database. The Origination status is then marked with the R-Ready to Export status for all records that meet the conditions of all required edits.

Records that possess inadequate information are rejected, and the import report displays the details of the failed edit condition. Users are not able to set the record to the R-Ready to Export status until it is changed to conform to edit specifications.

If the "Include Records in Next Batch Submission?" option is not selected, users must use Multiple Entry or set the records to the R-Ready to Export status one at a time.

Disbursement records that successfully pass valid field content edits are systematically added to the Pell database at the "R-Ready to Export Status." Therefore, the option to include them in the next batch submission is not necessary.

To resolve field-by-field edits and/or data element edits, refer to the Valid Values column in the record layout and the End-of-Entry Edits table at the end of this section.

At the completion of the import process, an Import Edit Report is generated. The Import Edit Report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report.

		Status
Records Added	Total of 1st time records added	A
Records Read	Total of all records read	
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Origination Add/Change or External Disbursement Add/Change record layout and re-import it into EDExpress. Use the "Prompt for Duplicates" Import Dialog option if updating existing records and to direct EDExpress to skip or update the duplicate records.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. The system skips these records unless prompted otherwise. When updating existing records you may choose the "Prompt for Duplicates" Import Dialog option to direct EDExpress to skip or update duplicate records. The corrected records will run through the edits again. If the corrected record passes all edits, it is saved to the Pell database. The correction and re-import process can be repeated until all errors are resolved.

End of Entry Edits

The table that follows this section represents the edits that reside within the EDExpress Pell module.

During an External Import Add or Change process, EDExpress passes the data through these edits. If any edit is set or 'hit,' an error message appears on the Import Edit Report at the end of the process. You may also see 'Invalid Value' errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the 'Valid Values' column for help in resolving it.

End of Entry Edits Table in EDExpress for Windows

What's Included:

- Edits residing in EDExpress Pell module

Categories for the End of Entry Edits Table column headings are as follows:

- **Edit** – the assigned number that is set when the condition for the edit is met.

- **Field Name** – the EDExpress field name that is affected by the edit.

- **Condition** – the edit logic performed on the data that causes the edit to be invoked.

- **Message** – the description of the error that displays on the Import Edit Report if this edit is set.

End of Entry Edits Table

Edit #	Field Name	Condition	Message
1000	Payment Methodology	If Payment Methodology = 1 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 - Quarter, 3 - Semester, or 4 - Trimester for Payment Methodology 1 (Formula 1)
1001	Payment Methodology	If Payment Methodology = 2 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 - Quarter, 3 - Semester, or 4 - Trimester for Payment Methodology 2 (Formula 2)
1002	Payment Methodology	If Payment Methodology = 3 and Academic Calendar = 5 or 6	Academic Calendar must be 1 - Credit Hour, 2 - Quarter, 3 - Semester, or 4 - Trimester for Payment Methodology 3 (Formula 3)
1003	Payment Methodology	If Payment Methodology = 4 and Academic Calendar = 1, 2, 3, or 4	Academic Calendar must be 5 - Clock Hour, or 6 - Credit Hour w/o Terms for Payment Methodology 4 (Formula 4)
1004	Payment Methodology	If Payment Methodology = 5 and Academic Calendar = 5	Academic Calendar must be 1 - Credit Hour, 2 - Quarter, 3 - Semester, 4 - Trimester, or 6 - Credit Hour w/o Terms for Payment Methodology 5 (Formula 5)
1005	Payment Methodology	If Payment Methodology = 1 and Weeks used to calculate payment cannot equal blank	Weeks used to calculate payment must be blank for Payment Methodology 1 (Formula 1)

End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1006	Payment Methodology	If Payment Methodology = 1 and Weeks in program academic year cannot equal blank	Weeks in program academic year must be blank for Payment Methodology 1 (Formula 1)
1007	Payment Methodology	If Payment Methodology = 5 and Enrollment Status = 1, 2, or 5	Enrollment Status must be 3 (Half Time) or 4 (Less than ½ Time) for Payment Methodology 5 (Formula 5).
1100	Weeks used to calculate payment	If Payment Methodology = 2 and weeks used to calculate payment > 29	Valid Range is 00-29 when Payment Methodology is 2 (Formula 2)
1101	Weeks used to calculate payment	If Weeks used to calculate payment > Weeks in Program Academic Year	Weeks used to calculate payment cannot exceed Weeks in Program Academic Year
1102	Weeks in Program Academic Year	If Payment Methodology = 2, 3, 4 or 5 and Weeks in Program Academic Year is Blank and range is not between 30 and 78.	Valid range is 30 – 78 when Payment Methodology = 2 (formula 2), 3 (formula 3), 4 (formula 4), or 5 (formula) 5. See Setup and Entry change logs.
1104	Weeks used to calculate payment	If Weeks used to calculate payment is blank and Weeks in Program Academic Year is not blank	Both Weeks used to calculate payment or Weeks in Program Academic Year must be blank or both must have values
1105	Weeks in Program Academic Year	If Weeks in Program Academic Year is blank and Weeks used to calculate payment is not blank	Both Weeks used to calculate payment or Weeks in Program Academic Year must be blank or both must have values
1106	Hours/Credits in Program Academic Year	If Hours/Credits in Program Academic Year is blank and Hours/Credits Paid this Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values

End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1107	Hours/Credits Paid this Year	If Hours/Credits Paid this Year is blank and Hours/Credits in Program Academic Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values
1110	Hours/Credits in Program Academic Year	If Academic Calendar = 5 and (Hours/Credits in Program Academic Year < 900 or Hours/Credits in Program Academic Year > 3120)	Hours/Credits in Program Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour)
1111	Hours/Credits Paid this Year	If Academic Calendar = 6 and (Hours/Credits Paid this Year < 24 or Hours/Credits Paid this Year > 100)	Hours/Credits Paid this Year has a valid range of 0024 to 0100 for Academic Calendar 6 (Credit Hour without terms)
1112	Hours/Credits in Program Academic Year	If Payment Methodology = 1, 2, or 3 and Hours/Credits in Program Academic Year is Non-Blank.	Field must be blank if Payment Methodology = 1 (Formula 1), 2 (Formula 2), and 3 (Formula 3)
1113	Hours/Credits Program Academic Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits in Program Academic Year is Non-Blank.	Hours/ credits in program academic year must be blank when academic calendar is not 5 (Clock hour), or 6 (Credit hour w/o terms)
1114	Hours/Credits Program Academic Year	If Academic Calendar = 6 and (Hours/Credits in Program Academic Year < 24 or Hours/Credits in Program Academic Year > 100)	Hours/Credits in Program academic year field must be Greater than or Equal to 24 and Less than or Equal to 100
1120	Hours/Credits Paid this Year	If Hours/Credits Paid from Year > Hours/Credits in Program Academic Year	Hours/Credits Paid from Year cannot exceed Hours/Credits in Program Academic Year

End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1121	Hours/Credits Paid this Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits Paid this Year is Non-Blank.	Hours/ credits paid from year must be blank when academic calendar is not 5 (Clock hour), or 6 (Credit hour w/o terms)
1200	Award Amount for Entire School Year	If Payment Methodology = 1 and Enrollment Status = 1 or Enrollment Status = 2 or Enrollment Status = 3 or Enrollment Status = 4 or Enrollment Status = 5 and Award Amount for Entire School Year > Scheduled Federal Pell Grant	Award amount exceeds payment amount ceiling
1205	Award Amount for Entire School Year	If Payment Methodology = 2 or 3 and Enrollment Status = 1 or 5 or Enrollment Status = 2, 3 or 4 and Award Amount for Entire School Year > Total Payment Ceiling	Award Amount exceeds payment amount ceiling
1209	Award Amount for Entire School Year	If Payment Methodology = 4 and Award Amount for Entire School Year > Result of two formulas below (Scheduled Federal Pell Grant for EFC and COA * Weeks Used to Calculate Payment) / Weeks in Program Academic Year (Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling

End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1210	Award Amount for Entire School Year	If Payment Methodology = 5 and Academic Calendar = 6 and Award Amount for Entire School Year > Result of two formulas below (Annual Pell Grant award at half-time or less than 1/2-time * Weeks Used to Calculate Payment) / Weeks in Program Academic Year (Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling
1211	Award Amount for Entire School Year	If Payment Methodology = 5 and Enrollment Status = 2 or 5 and Academic Calendar = 1, 2, 3, or 4 and (Award Amount for Entire School Year) > (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year	Award Amount exceeds payment amount ceiling
1213	Award Amount for Entire School Year	If (Award Amount for Entire School Year) > (Scheduled Federal Pell Grant for EFC and COA * Eligibility Used %), where Eligibility Used % = 1.0000 (in decimal) - Total eligibility used at all OTHER attended campuses (in decimal form, with 4 positions after the decimal)	Award Amount exceeds remaining eligibility

End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1302	Verification Status Code	If the Verification Status Code (tbl Pell_Student.VERIFSTAT) = W AND the Total Disbursement Amount (tbl Pell Student.DISBTOTAL) is > 50% of the Scheduled Award (tbl Pell_Student.SCHEDAWD).	"W" Verification Status – student should receive only ½ of the Scheduled Award Amount.
1400	Enrollment Status	If Payment Methodology = 4 (Formula 4) and Enrollment Status is Non-Blank.	Field must be blank for Payment Methodology 4 (Formula 4).
1450	Award Amount for Entire School Year	If award amount for entire school yr < Total Disbursement amount	Total Disbursement Amount exceeds Award Amount for entire school year.
1520	Disbursement Date	If Institution Disbursement Option from setup is "Just in Time" and current date is more than 7 days prior to the disbursement date.	Current date cannot be more than 7 days prior to the Disbursement date.
1530	Disbursement Date	If Institution Disbursement Option from setup is Advanced and current date is more than 30 days prior to the disbursement date.	Current date cannot be more than 30 days prior to the Disbursement date.
1535	Enrollment Status	If enrollment status is blank and Payment Methodology is 1,2,3, or 5 and Academic Calendar is not equal to 5 or 6.	Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5.

End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1540	Disbursement Date	If Institution Disbursement Option from setup is Cash Monitoring/Reimburse-ment and current date is more than zero days prior to the disbursement date.	Current date cannot be more than 0 days prior to the Disbursement date.
1550	Date of Birth	If the student's Date of Birth is blank.	Student's Date of Birth (Demo tab) cannot be blank.